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DEPARTMENT OF EDUCATION
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TO: LEA and ISD Superintendents
Public School Academy Directors and Authorizers

FROM: Jeremy M. Hughes, Ph.D. 
Deputy Superintendent/Chief Academic Officer

DATE: February 14, 2007

SUBJ: **2007 School Report Card Including Reporting on the School Improvement Framework (School Performance Indicators)**

I am writing to announce the "window" for schools to respond to the School Improvement Framework which asks schools to report self-ratings and evidence for the school performance indicators that will continue to represent thirty-three percent (33%) of the composite grade on the *Education YES!* accreditation report card. In addition, a calendar of dates related to the 2007 Michigan School Report Card is included.

Window: March 6 through April 10, 2007.

Changes: The School Self Assessment (SSA) is being changed for the first time since it was first released in January, 2003. While the web format is very similar, the content has changed to reflect the *School Improvement Framework*. The State Board of Education has approved the new *School Improvement Framework*, which form the Indicators of School Performance. Forty key characteristics of the *School Improvement Framework* have been selected as School Performance Indicators in the *Education YES!* process. Because of the revisions to the school performance indicators, schools' data from the 2005-06 report has not been copied into the 2006-07 report.

The 2006-07 school year is considered a state-wide pilot of the new School Performance Indicators. Nonetheless, all public schools K-12 are expected to complete the School Self Assessment. This includes alternative schools and special education centers. **Note: Pre-Kindergarten buildings and Adult Education buildings do NOT need to fill out the School Self Assessment.**

Plans: The reason that 2006-07 is considered a pilot year is that Department staff are working on changes in state accreditation policy. There is a lengthy timeline to make formal changes because the Revised School Code requires that the Department conduct

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public hearings and that the legislative committees approve changes in accreditation policy. The changes will address the measurement of student progress (growth), and the transition to the Michigan Merit Examination, as well as the Performance Indicators. The 2007-08 Report Card will contain external data and changes to the achievement portions of *Education YES!*

North Central Association: The Michigan Department of Education has entered into a partnership agreement with the North Central Association (NCA) Commission on Accreditation and School Improvement (CASI) now organized under parent organization AdvancED. The agreement provides that NCA CASI support the use of the MDE School Improvement Framework as evidence of meeting the NCA CASI standard for continuous improvement and that NCA CASI provide MDE with reports and documentation to verify schools/districts' adherence to the NCA CASI accreditation standards. In return, the Department will accept a school's or district's NCA CASI accreditation status as evidence of adherence to applicable MDE accreditation/improvement requirements to avoid duplicate reporting for schools/districts. This agreement will reduce the burden of duplicate reporting for schools that are members of NCA. The Department and NCA staff have been working to crosswalk the School Improvement Framework with the NCA CASI standards. Because the NCA CASI standards have not yet been finalized, this aspect of the Partnership will not be implemented until the 2007-08 school year. **Therefore, all Michigan public schools, including those schools that are NCA members, will need to report in the Indicators in 2006-07.**

Scoring: The Indicators of School Performance have been scored as part of the *Education YES!* school accreditation system since 2002-03. The Department will use a scoring scale in which a school that rates all key characteristics as "Implemented" will be scored a 90 out of 100 and would get a letter grade of "A" for the indicators. The rubrics have set very demanding criteria for a school to use the "Exemplary" rating for any of the key characteristics. The minimum score, for a school where all key characteristics are "Getting Started" would be scored a 70 and would get a letter grade of "C" for the indicators. "Getting Started" is the minimum rating on any key characteristic.

Schools will see the school's score before the report is submitted to the district superintendent. A spreadsheet that demonstrates the proposed scoring will be available on the Department's web site. The Department of Education expects schools to be honest in the self-rating. This scoring system will encourage that honesty.

You might also recall that the State Board of Education approved a change to the *Education YES!* policy so that the school's indicator score cannot improve the school's composite score and grade by more than one letter grade above the school's achievement grade. This means that a school that receives an "F" for achievement can receive a composite grade no higher than "D/Alert." Also, schools should be aware that the Department will publish both the school's self-rating and the evidence reported for each component. This information will be available to the public on the School Report Card when it is released.

Web access: Access to the School Self Assessment will be through the website of **MI-Plan**, at <http://www.michigan.gov/miplan>.

Passwords: A UserID and password are needed to log in to the MI-Plan application. The Department will again send a customized email to the school principal and district superintendent as a reminder of the user's username and password for MI-Plan. The customized email message will be sent on Monday, March 5, 2007. After that time, if you are unable to locate your UserID and password, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517-335-0505. Please provide your name, telephone number, and fax number (with area code), e-mail address, district code and district name. A new password will be sent to you.

Superintendent Sign-Off: Superintendents will once again need to sign off on the submission of SSA data from their schools. Schools finishing the data entry and pushing the "Submit" button will be sending the data to the superintendent. When the superintendent pushes the "Submit" button the data will be forwarded to the Department of Education.

Beginning March 6:

- After logging in to the MI-Plan application, you will have the option of going directly to the SSA data collection without having to navigate through the MI-Plan school improvement tool. A button will appear (after you have logged in) next to the Ed YES! status bar for this option.
- There will be an updated user manual for MI-Plan users and a training video link available at <http://www.michigan.gov/miplan> and at <http://www.michigan.gov/ayp>.
- The SSA pages included in the MI Plan application will **NOT** display the data submitted during last years' collection because the data collection has changed to align with the *School Improvement Framework*. For information purposes, schools may access last year's submission by going to the School Report Card site at <https://oeaa.state.mi.us/ayp/>.

Process: Although the principal is to push the "Submit" button, it was never intended that principals would be responsible to fill out the indicators alone. Principals are urged once again to use the indicators as a process tool to involve other stakeholders in helping a school "look at itself in the mirror" and measure its standing against the rubrics for each indicator. Although the indicators have a role to play in accountability, through the Report Card grades, they are also intended to be guidelines for school improvement, helping schools identify higher levels to which to aspire.

Deadline: The deadline for submission of the School Self Assessment will be:

Tuesday, April 10, 2007 at 5:00 p.m. Eastern Daylight Time

Please note that this is the deadline for the school district superintendent to hit the "submit" button to send the School Self Assessments to the Department of Education. No extensions will be granted after the deadline. The School Self Assessment portion of MI-Plan will be closed at that time. The Department of Education will allow no adjustments to the School Self Assessment for the purposes of the School Report Card through the appeals process for the Report Card.

If you need help with a technical issue regarding the MI-Plan application, please contact the DIT Education Help Desk at Help-Desk@michigan.gov or 517-335-0505. Please provide your name, telephone number, and fax number (with area code), e-mail address, district code, and district name.

2007 School Report Card: Data collection for the School Self Assessment is the first step in the 2007 School Report Card process. The following calendar has been prepared to let you know the schedule of important dates for the process of developing the 2007 Report Card:

Calendar for the 2007 Michigan School Report Card

	Elementary and Middle Schools without P/SI	High Schools and schools with P/SI
Assessment data available	MEAP January 29 MI-Access February 1	June 29
Streaming Video on Indicators, MI-Plan and <i>Education YES!</i>	March 2	
Mi-Plan opens for Data Collection on School Performance Indicators	March 6	
Mi-Plan Data Collection on School Performance Indicators closes	April 10	
Report Card available to start appeals	April 30	July 16
Appeals Due	May 18	August 13
Data Corrections in Response to Appeals	June 29	August 27
Public Release of Michigan School Report Card	July 13	August 31
Notes All MI-Access Participation and Supported Independence assessments (P/SI) for 2006-07 are administered in the spring of 2007. Standard setting will occur after scores are available. Districts are not scheduled to have access to scores until June. The Department of Education cannot use the Michigan Merit Exam, or the Participation and Supported Independence MI-Access, for AYP determinations until the assessments are federally approved. Federal approval may delay the above schedule for high schools and for schools with Participation and Supported Independence assessments.		

If you have questions about the School Report Card, please contact Paul Bielawski, Manager of Accreditation and Accountability in the Office of Educational Assessment and Accountability at bielawp@michigan.gov or at (517) 373-1342.